

State of Nevada Health Division: Bureau of Health Statistics, Planning,

Version Date: 6/8/2022

Department ID /HHS/5508/550807/

1989046 Certificate of Need File: Approved

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services that were approved. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Investigation and decision records, including letters of approval and denial; Appeals, including judicial decisions and requests for reconsideration; Progress reports; Annual reports; Related correspondence.

Minimum Retention: Retain these records for a period of three (3) calendar years from the final action date, including the withdrawal or completion of facility construction.

Disposition: Destroy Securely

2011040 Certificate of Need File: Denied

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services which were denied. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Investigation and decision records, including letters of denial; Appeals, including requests for reconsideration; Related correspondence.

Minimum Retention: Retain these records for a period of three (3) calendar years from date of denial.

Disposition: Destroy Securely

2011041 Certificate of Need File: Incomplete or Withdrawn

Description: This record series documents the regulatory function of the agency found in NRS 439A.100 et seq. and NAC Chapter 439A concerning applications requesting approval of construction and operation of certain health care facilities and services which were incomplete or withdrawn. The files may contain, but are not limited to: Applications with associated records including Letter of Intent; Related correspondence.

Minimum Retention: Retain these records for a period of one (1) calendar year from the date of the application.

Disposition: Destroy Securely

1990380 Communicable Diseases Quarterly Reports

Description: This record series consists of computer print-out of data aggregated from various reporting sources to produce a statistical record of communicable disease case reports by disease and by year within the state.

Minimum Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2003042 J-1 Visa Files

Description: This record series is used to place foreign doctors into positions in rural Nevada communities in accordance with 42 U.S.C. § 254f (d)(3) and INS (Immigration and Naturalization) laws. The office reviews prospective doctors, checks for compliance to laws and regulations and gives recommendations for the placement of doctors into rural areas where there is a shortage of medical professionals. The files may contain, but are not limited to: Applications with associated records; INS I-94 forms; Statements of prospective employer, documents on recruitment efforts, copy of employment agreement, etc.; State Board of Medical Examiners letter (affirming licensure, etc.); State 20 Waiver Procedure Affidavit and Agreement form; Notice of Compliance with Federal Regulations; Exchange Visitor Attestation; Related correspondence.

Minimum Retention: Retain these records for three (3) federal fiscal years from the end of the fiscal year in which the recipient's employment under the grant award through 42 U.S.C §2 54c is terminated, or from the end of the three year grant period as authorized under 42 U.S.C. § 254c, whichever occurs first.

Disposition: Destroy Securely

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1990421 Maternal and Child Health (MCH): Association of State and Territorial Health Officials (ASTHO) Report

Description: These records document the activities of the Maternal and Child Health program in an annual statistical report. The report contains statistics on numbers of clients, types of services provided and various demographic information.

Minimum

Retention: Retain for five (5) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

1990363 STD Confidential Case Reports

Description: This records series consists of confidential case reports of reportable communicable diseases other than HIV/AIDS. The file contains patient name, age, sex, race, occupation, employer, address, disease, lab results, and reporting physician, hospital or agency.

Minimum

Retention: Retain the hard copy until verification of data entry.

Disposition: Destroy Securely

2006011 STD HIV/AIDS Statistical Case Report

Description: This records series consists of statistical reports of HIV/AIDS, reported on CDC form 50.42A/B, containing the patient number assigned by the state, and the county patient number. The following patient information may be included: name code, date of birth, age, sex, race, country of birth, residence, hospital where diagnosis established, social and risk factors, diseases indicative of AIDS which are present, laboratory data and comments.

Minimum

Retention: Retain these records for a period of twenty-five (25) calendar years from the date of the report.

Disposition: Permanent: Transfer to State Archives

2006013 STD Interstate Communications Control Record: Gonorrhea Report

Description: This record series consists of case reports of reportable sexually transmitted diseases, reported on CDC form 73.2936A. The files may contain: patient name, age, sex, race, marital status, employer, address, disease suspected, initiating agency, and disposition.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006014 STD Lab Reports

Description: This record series consists of the lab reports provided to the Program by the State Health Laboratory. Reports contain patient name and test results.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006015 STD Medical Records, Syphilis

Description: This record series consists of the Infectious Syphilis Epidemiologic Control Record, CDC form 73.54. The files may contain, but are not limited to: patient name, address, age, race, diagnosis, treatment, contacts and associates.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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2006016 STD Quarterly Reports

Description: This record series consists of the quarterly reports prepared by the Program for submission to the CDC. The file consists of statistical reports, special studies, and narratives on communicable diseases within the state.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Permanent: Transfer to State Archives

2006017 STD Reactor Cards

Description: This record series identifies each positive case of syphilis by patient name. The file includes patient address and blood history.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006010 TB Control Program: Case Files

Description: This records series consists of case file reports of class 2 and 3 cases of tuberculosis. The files are maintained on Division of Health TB Central Register cards. The file contains the name, address, social security number, sex, race, birth date and place, marital status, and occupation of the patient, as well as the diagnosis, status, therapy provided to the patient. The records series also contains the names of contacts, their relationship to patient and address.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006006 TB Control Program: Form TB 12

Description: This record series consists of the Record of Tuberculosis Services Form TB 12, and is filed by county. It contains patient name, social security number, clinical information, test information, therapy information and discharge information.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006007 TB Control Program: Form TB 6

Description: This records series consists of the Tuberculosis Contact Information form, and is filed by date. The form contains the name of the index case, the contact's name, address, relationship to the index case and the results of follow-up activity.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006008 TB Control Program: Lab Slips

Description: This records series contains the laboratory culture reporting slips reported on form number CDC 56.3.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

2006009 TB Control Program: Medical Reports and Summaries

Description: This record series consists of patient status reports to community health nurses. It enables the state to monitor the incidence and location of occurrences.

Minimum

Retention: Retain these records for a period of six (6) calendar years from the date of report.

Disposition: Destroy Securely

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1990391 TB Control Program: Quarterly Case Report

Description: This records series is a statistical report of verified case reports of tuberculosis which is submitted to the Center for Disease Control, Atlanta, GA.

Minimum

Retention: Review annually, discarding valueless, out-dated and duplicated material. Retain as long as administratively useful.

Disposition: Destroy Securely

2000006 Vital Records: Affidavits of Correction to Birth Records

Description: These records document the correction of birth records which do not rise to the level of requiring a record to be sealed (NRS and NAC 440). The records may include but are not limited to: Affidavits of Correction, certified court orders, associated documentation, and related correspondence.

Minimum

Retention: Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the affidavit was submitted.

Disposition: Permanent: Transfer to State Archives

2021012 Vital Records: Affidavits of Correction to Death Records

Description: These records document the correction of death records which do not rise to the level of requiring a record to be sealed (NRS and NAC 440). The records may include but are not limited to: Affidavits of Correction, certified court orders, associated documentation, and related correspondence.

Minimum

Retention: Retain for fifty (50) calendar years from the end of the calendar year in which the affidavit was submitted.

Disposition: Permanent: Transfer to State Archives

2000008 Vital Records: Alpha Index: Cards Listing Births 1871 to 1911

Description: This record series contains an alphabetical filing of small cards (2 1/4 X 3) listing data on births in Nevada prior to 1911. The information consists of name, date of birth, County Recorder/Clerk and/or church for referral purposes. This data was extracted from information previously transcribed onto standard certificate of birth forms [kept in 96 (5 X 8 X 1) loose leaf binders].

Minimum

Retention: Retain this record series permanently as required by NRS 440.160 (1). It is recommended that this record series be microfilmed (NRS 239.051) and the microfilm sent to the State Archives.

Disposition: Permanent: Transfer to State Archives

2000009 Vital Records: Alpha Index: Cards Listing Births and Deaths after 1911

Description: This record series contains an alphabetical filing of small cards (2 1/4 X 3) listing data on births (including delayed certificates and amendments), and deaths in Nevada from 1911. NRS 440.160 (#2) requires that a card index be produced. The information is duplicated in a computer database.

Minimum

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

2000010 Vital Records: Alpha Index: Listing of Births and Deaths

Description: This record series is an alphabetical listing of births and deaths occurring in Nevada. It is used as a finding aid and research tool. Inclusive data is from 1911 to the present.

Minimum

Retention: Retain this record series permanently.

Disposition: Permanent: Transfer to State Archives

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2000005 Vital Records: Amended Records

Description: These records document the amendment of vital records. The record may include but is not limited to: amended certificates (birth, marriage, death, adoption, etc.), court orders notarized statements of paternity, associated documentation, and related correspondence.

Minimum

Retention: Retain for one-hundred (100) calendar years from the end of the calendar year in which the amendment was finalized.

Disposition: Permanent: Transfer to State Archives

2008040 Vital Records: Certificate Requests

Description: These records document the request for birth and/or death certificates. The records may include but are not limited to: requests payment documentation, associated documentation, and related correspondence.

Minimum

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the request was completed.

Disposition: Destroy Securely

2000013 Vital Records: Certificates of Birth

Description: These records document the certificates of birth for all births occurring in the State of Nevada (NRS 440.160(1)). The records may include but are not limited to: certificates of birth and associated documentation.

Minimum

Retention: Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the birth occurred.

Disposition: Permanent: Transfer to State Archives

2000015 Vital Records: Certificates of Death

Description: These records document the certificates of death for all deaths occurring in the State of Nevada (NRS 440.160(1)). The records may include but are not limited to: certificates of death and associated documentation.

Minimum

Retention: Retain for fifty (50) calendar years from the end of the calendar year in which the death occurred.

Disposition: Permanent: Transfer to State Archives

2000017 Vital Records: Delayed Birth Records

Description: These records document the delayed or altered filing of birth certificates (NRS 440.630). The records may include but are not limited to: filed birth certificates indicating the alteration or delay with supporting documentation.

Minimum

Retention: Retain for one hundred and twenty-five (125) calendar years from the end of the calendar year in which the delayed or altered certificate was received.

Disposition: Permanent: Transfer to State Archives